



## **JUSTIFICATION AND APPROVAL FOR ALLOWING AWARD OF CONTRACT WITHOUT COMPETITION**

*(Section A must be completed by the User Department and then submitted to the Department of Purchasing & Contract Compliance)*

### **SECTION A**

**Department:** Atlanta-Fulton Public Library System

**Department Contact:** Maureen Kelly

**Description of Supplies/Services:** CollectionHQ, a subscription-based library collection management software service

#### **Demonstration of Contractor's Unique Qualifications:**

The vendor would provide a one year subscription to CollectionHQ, a collection management software for public libraries that works with a library's ILS to analyze raw data on library collections and circulation in order to maximize monies spent on collections by eliminating waste in purchasing new materials, promote use of the existing materials, customize collection building for individual branches and analyze use trends in the collection. The vendor would also provide implementation and initial training on this product. The vendor developed this proprietary library collection management software, which uses evidence-based methodology, specifically for public libraries, and provides it via subscription service to over 100 major North American library systems, and 4700 libraries worldwide.

*(Section B must be completed by the Department of Purchasing & Contract Compliance)*

### **SECTION B**

#### **MARKET SURVEY**

##### **Results of Market Survey**

**Date Public Notice posted on website:** July 24, 2012

**Date Public Notice closed:** July 31, 2012

#### **REVIEW OF OFFER(S)**

**Were any offers received (Y/N):**

**Number of offers received:**

**Respondents:**

**Date Offers submitted to User Department for review:**

**User Department review and recommendation:**

**Purchasing Agent review and recommendation:**

## CERTIFICATION

Having conducted a good faith review of source availability regarding the materials, goods and or services stipulated herein, subsequent to consultation with the County Manager and the recommendation of the User Department, it has been determined that there is only one source available for the required work, labor or service to be done or the supplies, materials, or equipment to be furnished. Per the Fulton County Code of Ordinances §2-319, Conditions allowing for award of contract without competition.

I, Felicia Strong-Whitaker, Interim Director, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

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Interim Director

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Date

I, Zachary Williams, County Manager, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

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Zachary Williams  
County Manager

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Date